

CDI Collaboration Area Check List

This check list was discussed during the June 26, 2020 Coordinators call.

This is an attempt to streamline and add to the detailed information at the page [CDI Collaboration Areas - more detailed information](#)

Some of the content linked on this page is yet to be created or linked.

New group

1. Review Collaboration Area info in the CDI Wiki ([overview link](#))

- CDI Facilitators and roles ([link](#)) - know who to contact in the CDI if you have a question
- Resources available to you for communicating about your group ([on this page](#))
- The variety of collaboration area formats and their goals
- The ongoing and annual information that will be provided to group leads, and a link to previous CDI annual reports that share your group's activities.

2. Fill out a "New group template" for starting a new collaboration area

- points of contact
- brief description
- type of group (informally) (see figure Cassandra shared)
- Gartner Community of Practice Canvas questions which include:
 - What is the overall purpose?
 - What is the driving purpose?
 - Who should join?
 - How best can the membership collaborate?
 - How will members benefit from joining this community?
 - What USGS/Earth Science needs are being addressed?
- If applicable, the recurring monthly meeting slot

[Spreadsheet here](#) for Dept of Int access.

3. Build your wiki page

- See the wiki page that provides info on
 - A suggested template TBD (for now please browse pages linked to the [Collaboration Area](#) page, for example the [Fire Science page](#))
 - Information on how to restrict content to certain users and what info is appropriate for making public (TBD, talk to Leslie)

4. Tell the CDI Facilitators when you are ready to launch your group!

Ongoing

1. **Maintain calendar events** ([link to info](#))
2. **Maintain group space (wiki) info and attachments** – this will help the facilitators prepare the annual report
3. Optional: **Provide slides for Group Announcements for CDI monthly meetings and participate in the Monthly Meetings**
4. Optional: **Attend the biweekly CDI Coordinators call** where group leads share:
 - a. Lessons for other groups
 - b. Questions for other groups
5. Optional: **Keep your group informed of broader CDI activities** such as the Request for Proposals, collaboration area blog posts, etc.
6. If applicable: **Stay in touch with the CDI Facilitators** (Leslie, Amanda, Grace) if you think your group needs a change of leadership or status

Annual check-in

(around October 1, the start of the fiscal year)

1. **Help the CDI gather info on its annual activities:**
 - a. Make sure your meeting list is correct on the wiki
 - b. Review (or help write) the annual summary
2. **Reply to annual check-in email information**
 - a. Let the CDI team know if your group has additional needs
 - b. Consider sunseting if relevant